

## STATE OF MISSOURI

Department of Natural Resources  
Division of Environmental Quality  
Water Protection Program  
Public Drinking Water Branch

Department of Health and  
Senior Services  
State Public Health Laboratory

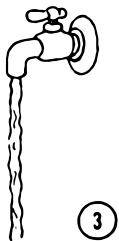
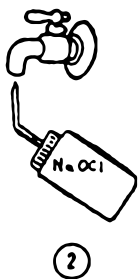
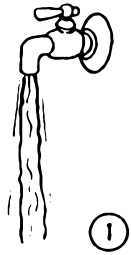
(See reverse side for addresses)

## METHOD FOR COLLECTING DRINKING WATER SAMPLES FOR BACTERIOLOGICAL ANALYSIS

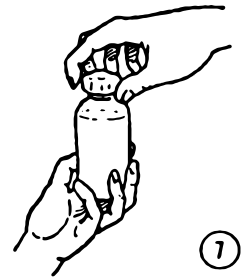
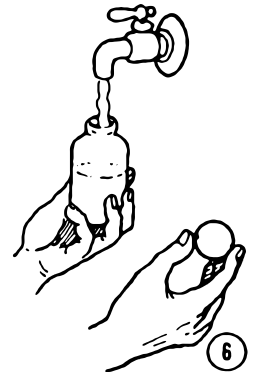
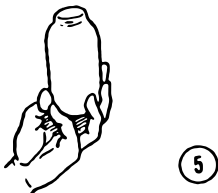
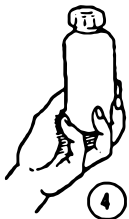
This method is for collecting potable (drinking) water samples. Only samples collected in bottles prepared by the State Public Health Laboratories and collected in accordance with these instructions will be accepted for analysis. **DO NOT OPEN BOTTLES UNTIL ALL INSTRUCTIONS HAVE BEEN READ!**

The sample should be taken from a smooth-nosed cold water tap if possible. Avoid collecting samples from leaking taps that allow water to flow over the outside of the tap or from frost-proof hydrants (8) or hot-cold mixing faucets (9), since it is not practical to disinfect these fixtures.

- (1) Remove aeration devices and screens from faucets before sampling. Open the tap fully and let water run to waste for 2 or 3 minutes or until the service line has been thoroughly flushed.
- (2) Chemically disinfect the tap by thoroughly rinsing both the inside and outside of the tap with a 100 ppm solution of sodium hypochlorite (NaOCl). A 100 ppm sodium hypochlorite solution can be made by mixing ¼ ounce (1.5 teaspoons) of household bleach with one gallon of clean water. If tap cleanliness is questionable, provisions should be made to allow the solution to remain in contact with the tap for up to 15 minutes or to increase the strength of the solution to ensure adequate disinfection.
- (3) Flush the tap for an additional 2 or 3 minutes, then reduce to a gentle flow to permit filling the bottle without splashing.
- (4) **DO NOT RINSE THE SAMPLING BOTTLE and KEEP BOTTLE CLOSED UNTIL IT IS TO BE FILLED.** The bottles contain a chlorine neutralizer that is present in liquid or crystalline form. They are sterile and ready for use when shipped. A loose cap does not affect sterility. Some bottles have a plastic seal which must be removed from the lid before use.
- (5) Grasp the cap along the top edge and remove. **DO NOT TOUCH THE INSIDE OF THE CAP OR THE BOTTLE, AND DO NOT ATTEMPT TO CLEAN OR RINSE THE BOTTLE.**
- (6) Hold the bottle so that water entering it will not come in contact with your hands. Allow water to flow smoothly from the tap and fill the bottle to the 100 ml line (or fill to the black line present on some bottles). **SAMPLE WILL NOT BE TESTED IF THERE IS LESS THAN ½ INCH AIR SPACE IN THE BOTTLE.**
- (7) Replace cap on bottle and tighten securely.



Bottle is clean and sterile  
ready for sample  
(A loose cap does not affect sterility)  
Remove and discard plastic seal if present



### SHIPPING INSTRUCTIONS

Due to the laboratory's mailing schedules, a water supply may receive bottles at the end of the week. **COLLECT SAMPLES ONLY ON MONDAY, TUESDAY, OR WEDNESDAY, EXCEPT IN AN EMERGENCY.** Samples should not be en route to the laboratory over a weekend or state holiday (New Year's Day, Martin Luther King Day, Lincoln's Birthday, Washington's Birthday, Truman's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas.)

**SHIP SAMPLES IMMEDIATELY AFTER COLLECTION.** This is important because samples should be in transit no more than 24 hours for best analytical results. Check with your local postmaster for time of dispatch and collect the samples shortly before delivery to the post office. To ensure shortest shipping time, use priority mail, first class postage, or use a commercial shipper such as FedEx or UPS. You may also use the DHSS laboratory courier for overnight delivery. This courier stops at county health department locations Monday through Friday. Contact your local public health agency for pickup times and locations. **PUBLIC WATER SAMPLES RECEIVED IN THE LABORATORY MORE THAN 30 HOURS AFTER COLLECTION WILL NOT BE TESTED. PRIVATE WELL WATER SAMPLES RECEIVED IN THE LABORATORY MORE THAN 48 HOURS AFTER COLLECTION WILL NOT BE TESTED.**

**INFORMATION FORM:** Fill out a separate form for each water sample submitted. Supply all information requested on the form and enclose with the sample container. Write legibly. Be certain to write the date and time of collection, and number from the bottle label in the spaces provided on the form. Use the bottle number to match the forms to the correct sample before shipping to the laboratory. **SAMPLES WITH INCOMPLETE COLLECTION INFORMATION WILL NOT BE TESTED.**



**MISSOURI DEPARTMENT OF NATURAL RESOURCES  
DIVISION OF ENVIRONMENTAL QUALITY  
WATER PROTECTION PROGRAM  
PUBLIC DRINKING WATER BRANCH  
P.O. BOX 176  
JEFFERSON CITY, MISSOURI 65102  
573/751-5331**

For More Information About Public Water Supplies, Contact Your Department of Natural Resources Regional Office  
(counties within each region are listed below)

**KANSAS CITY REGIONAL OFFICE**

Department of Natural Resources  
500 NE Colbern Road  
Lee's Summit, MO 64086-4710  
816/622-7000

Andrew	Clinton	Johnson
Atchison	Daviess	Lafayette
Bates	DeKalb	Nodaway
Benton	Gentry	Platte
Buchanan	Harrison	Pettis
Caldwell	Henry	Ray
Cass	Holt	Worth
Clay	Jackson	

**NORTHEAST REGIONAL OFFICE**

Department of Natural Resources  
1709 Prospect Dr.  
Macon, MO 63552-1930  
660/385-8000

Adair	Howard	Osage
Audrain	Knox	Pike
Boone	Lewis	Putnam
Callaway	Linn	Ralls
Carroll	Livingston	Randolph
Chariton	Macon	Saline
Clark	Marion	Schuyler
Cole	Mercer	Scotland
Cooper	Moniteau	Shelby
Grundy	Monroe	Sullivan

**SOUTHEAST REGIONAL OFFICE**

Department of Natural Resources  
2155 North Westwood Blvd.  
Poplar Bluff, MO 63901-1420  
573/840-9750

Bollinger	Maries	St. Francois
Butler	Mississippi	St. Genevieve
Cape Girardeau	New Madrid	Scott
Carter	Oregon	Shannon
Crawford	Pemiscot	Stoddard
Dent	Perry	Texas
Dunklin	Phelps	Washington
Howell	Pulaski	Wayne
Iron	Reynolds	
Madison	Ripley	

**SOUTHWEST REGIONAL OFFICE**

Department of Natural Resources  
2040 West Woodland  
Springfield, MO 65807-5912  
417/891-4300

Barry	Hickory	Ozark
Barton	Jasper	Polk
Camden	Laclede	St. Clair
Cedar	Lawrence	Stone
Christian	McDonald	Taney
Dade	Miller	Vernon
Dallas	Morgan	Webster
Douglas	Newton	Wright
Greene		

**ST. LOUIS REGIONAL OFFICE**

Department of Natural Resources  
7545 South Lindbergh, Suite 210  
St. Louis, MO 63125  
314/416-2960

Franklin	Lincoln	St. Louis City
Gasconade	Montgomery	St. Louis Co.
Jefferson	St. Charles	Warren

**MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES  
STATE PUBLIC HEALTH LABORATORY  
101 NORTH CHESTNUT, P.O. BOX 570  
JEFFERSON CITY, MISSOURI 65102  
573/751-0633**

State Public Health Laboratory  
Southeast Branch  
2875 James Boulevard  
Poplar Bluff, MO 63901  
573/840-9729

**For More Information About Private Water Supplies, Contact Your Local County Health Department,  
or the Missouri Department of Health and Senior Services**

**Missouri Department of Health and Senior Services  
Section for Disease Control and Environmental Epidemiology  
P.O. Box 570  
930 Wildwood Drive  
Jefferson City, Missouri 65102  
Telephone: (573) 751-6102**